

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 82-32
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HM M RM-7.1

AGENCY Dept. of Children & Family Services	RECOMMENDATION: <i>Jim Edgar</i> 4/21/82 ARCHIVIST DATE
DIVISION Personnel	STATE RECORDS COMMISSION APPROVAL: <i>Oliver Foster</i> CHAIRMAN SECRETARY <i>mf</i>
SUBDIVISION N/A	APR 21 1982 DATE

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

[Signature] 4-1-82
HEAD OF AGENCY DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Agency Personnel Files (Duplicates)</p> <p>Dates: 1976- Volume: 500 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the Department of Children and Family Services agency record copy of the personnel files of separated agency employees. These files contain the following types of documentation:</p> <ol style="list-style-type: none">1) Notice of appointment;2) Civil Service status;3) Pension information;4) Salary or stipend rate changes5) Notices of reclassification revaluation, reallocation, demotion and/or promotion;6) Notice of separation; and7) Other papers relating to service <p>The Illinois Department of Personnel microfilms the personnel records of all employees in State of Illinois Code Departments and retains a security copy of such in the State Archives under the authority of Application 72-9M.</p> <p>Recommendation: Retain in the agency's personnel office for five (5) years after separation of employment with the agency, then dispose of provided no litigation is pending or</p>	<p>Disposition Approved</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

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A RM-44A

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

anticipated and provided all audits have been completed under the authority of the Auditor General (if necessary).

2. Inactive Position Request and Allocation Forms for Abolished Jobs (Form DP-104)

Dates: 1968-

Volume: 20 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological/Numerical (By Position Number)

This record series consists of Inactive Position Request and Allocation Forms (Form DP-104) which are generated by the Personnel Agency Services Office of the Department of Children and Family Services when a position(s) is being abolished in the agency.

Three (3) copies of this record series are produced. One is maintained under the authority of State Records Application 66-8, item 1 for five (5) years, provided there is no pending action. The second and third copies are maintained by the Department of Children and Family Services Personnel Office and in the division in which the established position was abolished.

Form DP-104 contains the following information:

- 1) position title and number,
- 2) bargaining code,
- 3) work location,
- 4) the agency, division, section and unit,
- 5) effective date of the transaction and transaction code,
- 6) a narrative detailing the duties and the responsibilities of the position,
- 7) the percentage of time spent performing each work activity,
- 8) the position title of the supervisor responsible for assigning and evaluating the position,
- 9) the payroll title of the employee,
- 10) the number of employees immediately subordinate to the employee in the position which was abolished,
- 11) a list of required skills, knowledge, work experience, licenses and/or certificates required to perform the duties of the position, and
- 12) the signatures of the personnel authorized to approve the abolishment of a position.

This application is submitted to establish a retention period for the Personnel Agency Services Office copy, only.

Recommendation: Retain in the office for five (5) years after the position(s) is abolished then dispose of provided all audits have been completed under the authority of the Auditor General, if necessary, and provided no litigation is pending or anticipated.

*Disposition
Approved*